

Payment Management System

Electronic 272 System

(version 1.0)

User's Guide

**Department of Health & Human Services
Program Support Center
Division of Payment Management
P.O. Box 6021
Rockville, Maryland 20852**

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1. MINIMUM CONFIGURATION REQUIREMENTS

The following configuration specifications constitute the minimum system setup that the Electronic 272 System requires:

- o One Intel-based 80286 or greater class computer running at 8Mhz or faster.
- o A minimum of 640 kilobytes of installed RAM, 512 kilobytes free.
- o One asynchronous modem supporting full-duplex 2400 bps transmission.
- o Ms or PC DOS v3.3 or greater.

2. INSTALLING THE ELECTRONIC 272 SYSTEM

Your Electronic 272 System software is located on the installation disk shipped with this package. You should create a "backup" copy of this disk, store the original in a secure place, and use the copy version to perform the installation.

SYSTEM INSTALLATION STEPS:

A. Go to your DOS prompt, and insert your copy of the installation disk into the "A" drive on your PC. Type-in **A:** and hit the **ENTER** key.

B. You must use the following syntax to install the application: install [from drive letter] [to drive letter] (ENTER). Install from drive A to drive C, by typing the following: **install A C** (ENTER).

C. When "**INSTALLATION COMPLETE.**" appears on your screen, the installation process has successfully completed, and you are ready to begin processing 272 data electronically.

3. SYSTEM SECURITY AND PASSWORDS

It is incumbent on the Recipient to control physical access to their Electronic 272 System implementation(s). Password usage is only required when activating your PIN. Each password is assigned by DPM and sent via Certified Mail. This password cannot be changed, and if it is lost or forgotten you must contact your account representative for replacement.

4. STARTING THE SYSTEM

The Electronic 272 System resides on your "C" drive in the directory named "272".

From the DOS prompt on the C drive, type **cd:\272** and hit the ENTER key, this places you in the 272 directory.

From the 272 directory, type **272** and hit the ENTER key, this invokes the Electronic 272 System. The Electronic 272 System's login-screen will appear on your monitor.

5. LOGGING-IN FOR THE FIRST-TIME

From the login screen, hit any key other than the ESC key to proceed. This invokes the PIN picklist. The first time you login to Electronic 272, the only choice on the PIN picklist will be "NEW". From the PIN picklist hit the ENTER key. Type-in your PIN number and hit ENTER, then type-in your DPM-assigned password and hit ENTER.

NOTE: Once your correct PIN/password combination has been entered, the Electronic 272 System will place the PIN in the login screen's PIN picklist and it will appear there each time you invoke the system. In subsequent logins, to work with 272 data for that PIN, simply highlight it in the PIN picklist and hit ENTER. You will then be in the MAIN MENU.

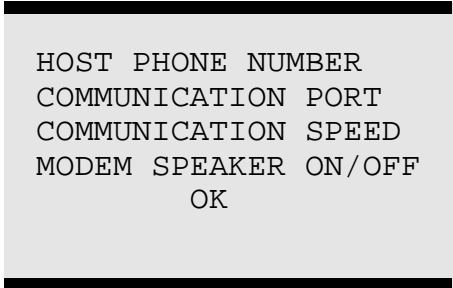
6. SETTING THE SYSTEM PARAMETERS: THE SYSTEM MENU

The next step after initial PIN activation is to set up the parameters for electronic file transfer and printing within the Electronic 272 System. This is done via the SYSTEM MENU. Remember, the first time you activate a PIN there will be no 272 data on your PC, it must be downloaded.

From the MAIN MENU, highlight SYSTEM and hit the ENTER key, this invokes the SYSTEM MENU. Highlight the COMM option and hit the ENTER key.

The following parameters will appear on your screen:

COMM options



```
HOST PHONE NUMBER
COMMUNICATION PORT
COMMUNICATION SPEED
MODEM SPEAKER ON/OFF
OK
```

(A) HOST PHONE NUMBER

The HOST PHONE NUMBER is the number the Electronic 272 System needs to connect your PC to the DPM Host System. This number is included on a separate sheet of paper in your Electronic 272 System package. When the COMM options window opens, HOST PHONE NUMBER is automatically highlighted. Hit the ENTER key, type in the phone number (complete with area-code, if needed) in the space provided, and hit the ENTER key again. The HOST PHONE NUMBER is now set.

(B) COMMUNICATION PORT

You must specify to the Electronic 272 System which communication port you will be using (COMM1 or COMM2). The COMMUNICATION PORT parameter is used to do this. Advance to this parameter using the arrow-keys or by typing the letter "P" followed by the ENTER key. When COMMUNICATION PORT is highlighted, hit the ENTER key and a second window automatically opens and presents you with 2 choices - COMM1 and COMM2. Highlight your choice using the up and down arrow keys and hit the ENTER key, this sets the port value, closes the second window, and returns you to the COMMUNICATION PORT parameter.

(C) COMMUNICATION SPEED

You must specify to the Electronic 272 System the modem speed you will be using for 272 file transfers. The COMMUNICATION SPEED parameter is used for this purpose. To advance to the COMMUNICATION SPEED parameter, use the down-arrow key or type the letter "S" followed by the ENTER key. When this parameter is highlighted, hit the ENTER key to invoke the modem-speed picklist. Use the up and down arrow keys to highlight the speed for your modem and hit the ENTER key. This saves your selection and returns you to the COMMUNICATION SPEED parameter.

(D) MODEM SPEAKER ON/OFF

The MODEM SPEAKER ON/OFF parameter lets you turn the modem speaker on or off during your Electronic 272 System file transfers. Some modems are particularly loud and this parameter will allow you to suppress modem sounds during your file uploads and downloads. To advance to the MODEM SPEAKER ON/OFF parameter, use the down-arrow key or type the letter "M" followed by the ENTER key.

7. SETTING YOUR PRINTER

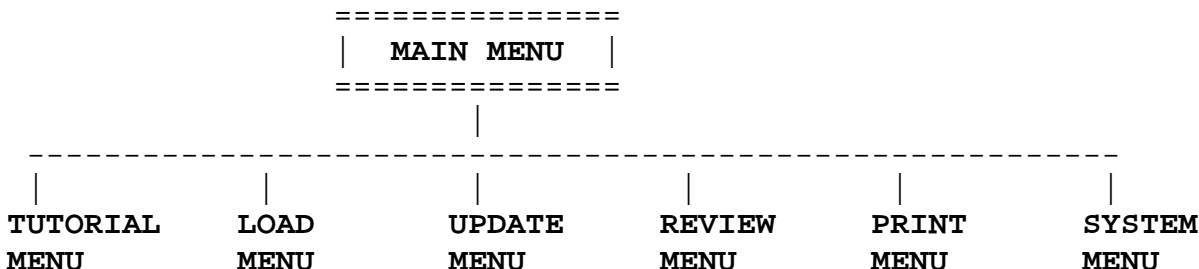
After your communications parameters are set, you need to specify your printer-port parameter (LPT1, LPT2, or LPT3) to the Electronic 272 System. To do this, from the SYSTEM MENU highlight the PRN option and hit the ENTER key. This invokes the PRINTER picklist which contains the printer port choices LPT1, LPT2 and LPT3. Highlight your choice and hit the ENTER key. The printer port selection is saved and you are returned to the SYSTEM MENU. Highlight RETURN and hit the ENTER key to return to the MAIN MENU.

8. ELECTRONIC 272 SYSTEM OVERVIEW

The Division of Payment Management's (DPM) Payment Management System (PMS) Electronic 272 System provides a fast, efficient, easy way of meeting PMS 272 reporting requirements, eliminates unnecessary paper reports and bulky mailings, and provides 2-way electronic transfer of 272 data between PMS and recipient organizations.

Electronic 272 is an easy to use system that provides all the tools needed to process 272 data on your PC. Use of the Electronic 272 System is done primarily through "menus". A menu is merely a choice-list of processing actions and/or commands. The selection you make depends on the specific 272 processing action required.

The menu hierarchy for the Electronic 272 System is as follows:



9. THE MAIN MENU

The MAIN MENU is the primary menu. Use this menu to select 272 processing actions. The MAIN MENU consists of a list of process sub menus and the QUIT option, which you select to terminate your current Electronic 272 session and return to DOS.

The MAIN MENU consists of the following selections:

TUTORIAL -	How to Use Electronic 272 System
LOAD -	File Transfer Download/Upload 272 Files
UPDATE -	Update 272 Files
REVIEW -	Review 272 Files
PRINT -	Generate 272 HardCopies
SYSTEM -	Configure/Control your Electronic 272 System
QUIT -	Exit from Electronic 272 System

9.1. THE ELECTRONIC 272 SYSTEM: THE TUTORIAL MENU

The TUTORIAL MENU provides an automated version of the Electronic 272 System User's Guide. It covers the essential aspects involved in using the Electronic 272 System, including downloading, editing and uploading 272 reports, viewing your 272 data, accessing online help, printing hardcopies of 272 reports, and setting up system parameters on your PC.

The TUTORIAL MENU consists of the following selections:

GUIDELINES -	272 Reporting Guidelines
INTRODUCTION -	Electronic 272 System Overview
REPORT VIEWING -	Reviewing your 272 Reports

REPORT EDITING -	Updating your 272 Reports
REPORT PRINTING -	Printing your 272 Reports
FILE TRANSFER -	Uploading/Downloading 272 Reports
SYSTEM MANAGEMENT-	Guidelines for a Healthy System
RETURN -	Return to Main Menu

9.2. ELECTRONIC FILE TRANSFER: THE LOAD MENU

The LOAD MENU is used to initiate the uploading and downloading of 272 report data between your PC and the DPM Host System. From the LOAD MENU the Electronic 272 System automatically performs all communications and file transfer processes.

The LOAD MENU consists of the following selections:

UPLOAD -	Upload 272 Reports to DPM
DOWNLOAD -	Download 272 Reports from DPM
RETURN -	Return to Main Menu

9.3. EDITING YOUR 272 REPORTS: THE UPDATE MENU

The UPDATE MENU is used for editing 272 and 272-A reports. These reports are generated for appropriate recipient accounts, and in order to access a report the user must first select the account number for which the report updating must be performed. If an account is not normally required to submit 272 and 272-A reports, or if no data has been downloaded, then the reports are not generated.

The UPDATE MENU consists of the following selections:

SELECT -	Select Account Name & Form for Updating
RETURN -	Return to Main Menu

9.4. READING YOUR 272 REPORTS: THE REVIEW MENU

The REVIEW MENU is used for reviewing 272 reports. These reports are generated for appropriate individual recipient accounts, and in order to access a report the user must first select the account number to be reviewed.

The REVIEW MENU consists of the following selections:

SELECT -	Select Account Name and Form for Reviewing
RETURN -	Return to Main Menu

9.5. PRINTING YOUR 272 REPORTS: THE PRINT MENU

The PRINT MENU is used to generate hardcopy printouts of your 272 reports. You can generate a printout of any of the 272 reports available for an account (reports for which

data exists and has been downloaded).

The PRINT MENU consists of the following selections:

SELECT -	Select Account Name, Form, Printer
RETURN -	Return to Main Menu

9.6. GETTING YOUR SYSTEM RUNNING: THE SYSTEM MENU

The SYSTEM MENU is used to set communications and printer parameters needed by the Electronic 272 System.

The SYSTEM MENU consists of the following selections:

COMM -	Configure Communication Parameters (Modem)
PRN -	Select Default Printer Type
RETURN -	Return to Main Menu

10. USING THE ELECTRONIC 272 SYSTEM

This section provides instructions on using the Electronic 272 System. Instructions are given in the context of a normal reporting cycle, which involves logging-in to the system, performing a PIN-file transfer (downloading new PIN data), performing a sequence of 272-report viewing and editing actions for each account, and performing the subsequent file transfers (uploading the edited data for each account), and printing reports as necessary.

10.1. DOWNLOADING

At the beginning of each reporting cycle, new 272 data must be downloaded from DPM to your PC. The Electronic 272 System will do this for you from the LOAD MENU. The LOAD MENU is used to send and receive 272 data files between your PC and the DPM Host computer. The process of moving data to your PC from DPM is called "downloading", and the process of sending updated 272 data back to the DPM Host is called "uploading". It is important to note that the Electronic 272 download file contains all 272 data for a PIN. In other words, all 272 data for each account that exists for a particular PIN. However, each upload file will only contain 272 data for an individual account.

From the MAIN MENU, highlight LOAD either using the up and down arrow keys, or by typing the letter "L". Once "L" has been highlighted, hitting the ENTER key invokes the LOAD MENU.

The LOAD MENU offers 3 selections, UPLOAD, DOWNLOAD, and RETURN.

To initiate a file download, highlight DOWNLOAD and hit the ENTER key. This invokes the procedure that automatically calls DPM, downloads your PIN's 272 data, disconnects from DPM, and returns you to the LOAD MENU. While downloading is occurring, no user action is allowed, however a message window will appear in the middle of your screen to provide status messages throughout the download process.

STEPS FOR DOWNLOADING YOUR 272 DATA:

(A) From the MAIN MENU, highlight LOAD (by typing "L" or via the up and down arrow keys), and hit the ENTER key. This activates the LOAD MENU.

(B) From the LOAD MENU, highlight DOWNLOAD, and hit the ENTER key. This invokes the download procedure. A message window appears and provides status messages concerning the file transfer. This window will indicate the success or failure of the procedure. When the file download attempt has completed, you will be returned to the LOAD MENU.

(C) If the download was successful, you are now ready to begin viewing and editing the 272 reports for your accounts. If the download was unsuccessful, you will need to re-initiate the process and try again. If after several attempts you are still unable to successfully download your PIN file, contact your PMS Account Representative for assistance.

(D) Highlight RETURN and hit the ENTER key to return to the MAIN MENU.

10.2. REPORT UPDATING

After your 272 PIN data has been downloaded, the 272 and 272-A reports for accounts under that PIN are available for editing. The UPDATE MENU provides edit-access to an account's 272 and 272-A reports.

To access the UPDATE MENU from the MAIN MENU, highlight UPDATE either by using the up and down arrow keys, or by typing the letter "U". When UPDATE is highlighted, hitting the ENTER key will activate the UPDATE MENU.

The UPDATE MENU offers 2 choices: SELECT, and RETURN. Highlight SELECT and hit the ENTER key to activate the ACCOUNT picklist. The ACCOUNT picklist is a list of the accounts which exist for that PIN. You select which one you want to work with. Highlight the desired account using the up and down arrow keys, and hit the ENTER key. This will activate the FORM picklist. The FORM picklist consists of the following choices: "FORM272", "FORM272_A", "All", and "OK".

STEPS FOR INVOKING 272 FORMS FOR EDITING:

(1) From the MAIN MENU, highlight UPDATE (by typing "U" or via the up and down arrow keys), and hit the ENTER key. This activates the UPDATE MENU.

(2) From the UPDATE MENU, highlight SELECT, and hit the ENTER key. This activates the ACCOUNT picklist.

(3) From the ACCOUNT picklist, highlight the desired account and hit the ENTER key. This activates the FORM picklist.

- (4) From the FORM picklist, toggle on the desired form(s), (toggling on "All" invokes both form 272 and 272-A for updating), highlight "OK", and hit the ENTER key.
- (5) **NOTE:** highlighting "OK" and hitting the ENTER KEY without selecting any forms will return you to the UPDATE MENU.

ACTION KEYS

When editing reports, use the action keys displayed HELP BAR at the bottom of your screen to navigate through documents. Depending upon where you are in the UPDATE process, your choice of action keys will change. These keys and their uses are as follows:

- o The **PAGE DOWN** key is denoted as **PGDN** in the HELP BAR. This key advances the cursor to the next page in a document.
- o The **PAGE UP** key is denoted as **PGUP** in the HELP BAR. This key moves the cursor back to the previous page in a document.
- o The **ENTER** key is used to save a value and/or advance the cursor to the next editable field.
- o The **ESC** key is used to exit from a document OR function.
- o The **F1** key is used to invoke the online help facility.

UPDATING THE 272-A REPORT:

There are 2 "steps" involved in updating the 272-A report:

- (1) Entering data in Columns B and E in the listing of open and active award documents.
- (2) Entering Data for deactivated or missing award documents.

Step 1 involves a line-by-line updating of columns (B) "RECIP A/C OR OTHER ID NO", and (E) "FEDERAL SHARE NET DISBURSEMENT CUM - CURR PER". For a detailed description of the content and format requirements of these fields, refer to "Federal Cash Transactions Report - PMS 272-A" in the Electronic 272 Reporting Guidelines section in the Appendix.

When the 272-A report is displayed on your screen, the system highlights the "active" field. After updating a field, hit the ENTER key to save the new value and advance the cursor to the next field (hitting ENTER or the TAB key without entering a new value advances the cursor to the next field without altering it).

As you edit the open and active award documents in step 1, the system automatically

calculates the subtotal dollar amount value. This is a dynamic process in which updates occur as data is entered. When you have finished updating this section, you have completed step 1 in the 272-A edit process.

In Step 2 the 272-A provides a section for reporting changes in disbursement amounts for previously deactivated awards. This data must be entered in Columns A through D exactly as it appears on the Inactive Document Report PMS 272-G. Column E is reserved for the award's current cumulative disbursement dollar amount. In addition, this part of the 272-A is also used to report any award data that may be missing from the PMS 272-A report. Be sure that the starting date for any such award is prior to the end of the period being reported. It is also important to note that Column A must contain a value. If you do not enter a value in Column A, the system will ignore any subsequent values on that line.

While updating this section of the 272-A, the line on which the cursor rests is highlighted, and within that, the active field is highlighted to distinguish it from others on that line. When you are done editing a field, hit the ENTER key to save the value and advance the cursor.

If you have omitted a value in Column A for any line you have edited in this section, hitting the ESC key prior to exiting the document invokes a system prompt which asks if you wish to enter the required value. If you choose not to enter a value, data on that line will be ignored. The Electronic 272 system automatically updates the dollar amount subtotals and "NET DISBURSEMENT" total for you.

When you have finished updating the 272-A report, hit the ESC key to save it and exit the document. If you hit the ENTER key, you will be returned to step 2.

UPDATING THE 272 REPORT

After updating an account's 272-A report, you are ready to update the 272 report. It is important to note that the NET DISBURSEMENTS amount on the 272-A is automatically carried over to the 272.

Electronically, the 272 report consists of 2 distinct pages. Page 1 contains the financial data and requires editing, page 2 is used for the signature certification. On page 1, line numbers 5, 6, 7, and 8 must be updated. Line 4 contains the "NET DISBURSEMENTS" amount carried forward directly from the updating of the 272-A. In line 5, the "CASH ON HAND, END OF PERIOD" dollar amount must be calculated by subtracting "NET DISBURSEMENTS" from "TOTAL CASH AVAILABLE" (**Line 3 - Line 4**). After you calculate and enter the correct "CASH ON HAND, END OF PERIOD" amount, hit the ENTER key to save it. Note that if the amount you enter does not equal the dollar amount calculated by the Electronic 272 System you will be required to re-enter the correct value.

Line 6 contains the next field to be updated, "CASH REQUIREMENTS FOR THE ENSUING NUMBER OF DAYS". The value to be entered here is the number of days until the "CASH ON HAND, END OF PERIOD" amount shown on line 5 will be disbursed.

Line 7, "INTEREST INCOME", refers to all interest that has been earned on advances of

Federal funds during the reporting period. For a detailed description of interest income reporting requirements and exemptions, refer to "Status of Federal Cash - PMS 272" in the Electronic 272 Reporting Guidelines section.

Line 8 contains the "ADVANCES TO SUBGRANTEES OR SUBCONTRACTORS" amount. Enter the dollar amount of any undisbursed advances held by secondary recipients at the end of the reporting period.

When you have completed updating the 272 report, hit the ESC key to save and exit the document. Hitting the ENTER key places you back into the 272 report in UPDATE mode.

10.3. REPORT VIEWING

The Electronic 272 System provides a way for you to read your 272 reports without modifying any of the contents. This is done using the REVIEW MENU.

The REVIEW MENU provides read-only access to an account's 272 reports. From the MAIN MENU, highlight REVIEW either by using the up and down arrow keys, or by typing the letter "V". Once REVIEW has been highlighted, hitting the ENTER key will activate the REVIEW MENU.

The REVIEW MENU offers 2 selections: SELECT, and RETURN. Highlight SELECT and hit the ENTER key to activate the ACCOUNT picklist. From the ACCOUNT picklist, highlight the account you wish to review and then hit the ENTER key. This will activate the FORM picklist.

The FORM picklist consists of the following choices: 272, 272-A, 272-B, 272-E, 272-F, 272-G, All, and OK. To select the report form(s) to be reviewed:

- (1) Use the up and down arrows to move to a selection.
- (2) Hit the ENTER key to toggle a selection on or off (selecting "All" will invoke all available forms).
- (3) Highlight "OK" and hit the ENTER key. If you try to review a report for which no data exists, you will either be returned to the REVIEW MENU, or, if you selected more than one form, you will be presented with the next viable report in the selection sequence.

STEPS FOR REVIEWING 272 REPORTS FOR AN ACCOUNT:

- (1) From the MAIN MENU, highlight REVIEW, and hit the ENTER key. This activates the REVIEW MENU.
- (2) From the REVIEW MENU, highlight SELECT, and hit the ENTER key. This activates the ACCOUNT picklist.
- (3) From the ACCOUNT picklist, highlight the account you wish to view, and hit the

ENTER key. This activates the FORM picklist.

(4) From the FORM picklist, toggle on the desired form(s), (toggling on "All" will cause all forms available for the selected account to be invoked for viewing), highlight "OK", and hit the ENTER key. You will now be viewing the requested form(s), if data exists for them.

(5) NOTE: Highlighting "OK" and hitting the ENTER key without selecting any forms for review will return you to the REVIEW MENU.

REPORT-VIEWING ACTION KEYS

When reviewing reports, use the action keys displayed in the bottom HELP BAR to navigate through documents. These action keys and their uses are as follows:

The **PAGE DOWN** key (denoted by **PGDN** in the HELP BAR) moves to the next subsequent page in a document.

The **PAGE UP** key (denoted by **PGUP** in the HELP BAR) moves to the previous page in a document.

The **ENTER** key (denoted by **ENTER** in the HELP BAR) moves to the next report form in the selection queue, or returns you to the REVIEW MENU if no more reports are in the selection queue.

The **ESC** key (denoted by **ESC** in the HELP BAR) takes you out of the review process and returns you to the REVIEW MENU.

10.4. UPLOADING A 272 FILE

When you have finished updating an account's 272 and 272-A reports, an UPLOAD file containing this information is created. This file is what is then uploaded from your PC to the DPM Host Computer for subsequent processing by the PMS.

To initiate the upload process, go to the LOAD MENU, highlight UPLOAD and hit the ENTER key. This will activate a window containing a list of those accounts that are ready for uploading. Use the up and down arrow keys to highlight the account you wish to upload, and then hit the ENTER key. This invokes the procedure that calls the DPM Host computer, uploads the data from your PC to DPM, disconnects from the DPM Host, and returns you to the LOAD MENU.

When the UPLOAD process is initiated, no user action is required, however a message window will appear in the middle of the screen to provide you with status messages throughout the upload process.

STEPS FOR UPLOADING A 272 FILE:

- (1)** From the MAIN MENU, highlight LOAD (by typing "L" or via the up and down arrow keys), and hit the ENTER key. This activates the LOAD MENU.
- (2)** From the LOAD MENU, highlight UPLOAD, and hit the ENTER key. This activates the ACCOUNT picklist. Highlight the account to be uploaded and press the ENTER key. A message window appears and provides status messages concerning the file transfer. When the upload process terminates you are returned to the LOAD MENU.
- (3)** If the upload was unsuccessful, you will need to re-initiate the process and try again. If after several attempts you are still unable to successfully upload your PIN file, contact the Electronic 272 Help Desk for assistance.
- (4)** Highlight RETURN and hit the ENTER key to return to the MAIN MENU.

10.5. REPORT PRINTING

The PRINT MENU provides you with the ability to generate hardcopy printouts of your 272 reports. This is a relatively straightforward process, and is summarized below.

STEPS FOR CREATING 272 REPORT PRINTOUTS:

- (1)** From the MAIN MENU, highlight PRINT, and hit the ENTER key. This activates the PRINT MENU.
- (2)** From the PRINT MENU, highlight SELECT, and hit the ENTER key. This activates the ACCOUNT picklist.
- (3)** From the ACCOUNT picklist, highlight the desired account, and hit the ENTER key. This activates the FORM picklist.
- (4)** From the FORM picklist, toggle on the desired form(s), (toggling on "All" will cause all forms for the selected account to be printed), highlight "OK", and hit the ENTER key.
- (5)** Note that highlighting "OK" and striking the ENTER key without specifying a form selection will return you to the PRINT MENU.

If you wish to generate more printouts simply repeat the procedure summarized above starting at step 2, otherwise you can return to the MAIN MENU, by highlighting RETURN and hitting the ENTER key.

APPENDIX A. ELECTRONIC 272 REPORTING GUIDELINES:

PMS recipient reporting requirements are consistent with the Office of Management and Budget's (OMB) policies and the standards for government wide reporting. DPM uses an automated PMS 272 as approved by OMB. These computer-generated reports are furnished to all recipients with active PMS accounts. A PMS 272 and its appropriate schedules or "reports" (PMS 272-A, B, E, F, and G for Electronic 272 reporting) is produced for each recipient (payee) account, if applicable. Since payees may have more than one account in PMS, those payees receive more than one 272. For complete, detailed instruction and guidance on processes and reporting requirements for users of the DPM Payment Management System (PMS), consult the DHHS Manual for Recipients Financed Under the Payment Management System (PMS). This manual describes the basic functions of the PMS, methods for obtaining Federal cash, recipient accounting requirements, reporting requirements and more.

The following text provides a brief explanation of each 272 report:

Form Number: PMS 272
Form Title: Federal Cash Transactions Report, Status of Federal Cash

Contents: An overview of the status of the account which contains data provided by PMS to the recipient.

Form Number: PMS 272-A
Form Title: Federal Cash Transactions Report

Contents: Shows the award authorization and prior cumulative disbursements reported against individual awards. The recipient reports current net disbursements cumulative through current reporting period and indicates any documents that are missing from this report (PMS 272-A). In addition, PMS will "echo back" resolution of previously reported award problems.

Form Number: PMS 272-B
Form Title: Statement of Cash Accountability

Contents: Shows the detail of total cash accountability reflected in PMS.

Form Number: PMS 272-E
Form Title: Major Program Statement

Contents: Shows advances and cash accountability by major program. This includes programs such as Medical Assistance Payments, Medicaid Administration and Training, AFDC Benefits Payments, Block Grants, etc.

Form Number: PMS 272-F
Form Title: Authorizations for Future Periods

Contents: Lists authorizations that have been posted to the PMS database, but for which the starting date has not yet arrived.

Form Number: PMS 272-G
Form Title: Inactive Documents Report

Contents: Lists all awards posted in the PMS data base that have become inactive during the current period or during a prior period.

The PMS 272 and optional schedules contain the following heading information:

1. Payee name
2. Payee address (PMS 272 only)
3. Payee Identification Number (PMS 272 only)
4. Payee Account Number (PAN)
5. Entity Identification Number (EIN)
6. Method of Payment (ACH, Fedwire, etc.)
7. Region
8. State
9. The period covered by the report
10. Type of account

The Column headings and data elements used in the automated PMS 272 report (and subsidiary reports) are defined form by form in the following text.

A.1. STATUS OF FEDERAL CASH - PMS 272

The recipient must maintain accountability for all funds received through PMS and, therefore, must complete the PMS 272 Report, and certify that the data are correct.

The data elements of the 272 are:

Element: Cash on Hand, Beginning of Reporting Period

This amount is computed by subtracting total Federal cash disbursements from the cash accountability amount. This figure should be reconcilable to the recipient's actual Federal cash balance as supported by its books and records on the first day of the reporting period. This amount is pre-printed by DPM and furnished to the recipient.

Element: Total Receipts

This amount is computed by adding together all advances to the recipient during this reporting period. This amount is pre-printed by DPM and furnished to the recipient.

Element: Total Cash Available

This amount is computed by adding the cash on hand at the beginning of the reporting

period with the total receipts. This is the total cash the recipient had at its disposal during the reporting period. This amount is pre-printed by DPM and furnished to the recipient.

Element: Net Disbursements

This amount is computed on the PMS 272-A report and carried forward directly to the PMS 272 by the Electronic 272 System.

Element: Cash on Hand End of Period

This amount is computed by the recipient and represents the total amount of Federal cash on hand at the end of the reporting period. This figure should be reconcilable to the recipient's actual Federal cash balance as supported by its books and records as of this reporting period.

Element: Cash Requirements for the Ensuing Number of Days

The recipient enters the number of days until the cash on hand shown on line 6 will be disbursed.

Element: Interest Income

Interest earned on advances of Federal funds must be reported annually by all recipients except States, instrumentalities of States, and Indian tribal organizations. However, States must report interest on advances for research and development awards, but not other types of awards. Indian tribal governments are exempt from reporting interest on advances for awards made to them under the Authorities of Sections 102, 103, and 104 of the Indian Self-determination Act pending disbursement. All recipients must limit Federal cash drawdowns to the minimum amounts needed and must time drawdowns to coincide with the actual immediate cash disbursements in carrying out the approved program or project. Recipients drawing down Federal cash "as needed" must schedule draws of Federal cash to coincide as closely as administratively feasible with the actual date of related cash disbursements. Any interest earned on advances of Federal funds in excess of \$250 annually must be reported, except as noted above. If owed interest is reported to PMS, DPM will add the interest to the total available cash for the next reporting period and will increase the recipient's FEDERAL CASH ACCOUNTABILITY by the same amount. Therefore, there is no need to remit money to DPM. Interest earned on Federal funds received by a recipient from a third party (defined as interest earned on Federal funds not pending disbursement), must be accounted for to the Federal Government. States and Indian tribal organizations are not exempt from this requirement and such interest must be reported on line 7 of the PMS 272 Report. Recipient(s) may retain \$250 of interest per year for administrative purposes.

Element: Advances To Subgrantees of Subcontractors

The recipient enters the amount of undisbursed advances held by secondary recipients at the end of the reporting period.

Element: Authorized Certifying Official

This section has to be completed and signed by an appropriate official in the recipient organization. Unsigned reports will be returned immediately, and could cause delays in payments if the Report 272 due date has passed.

A.2. FEDERAL CASH TRANSACTIONS REPORT - PMS 272-A

This report is a continuation of the PMS 272. It includes documents which are open and active. Data is reported cumulatively and the recipient must report cash disbursements cumulative through the same date when reporting back to PMS. Changes in the amount of award authorizations which have occurred since the last reporting period are displayed on the report.

The data elements of the 272-A are:

Element: Federal Grant or Other Identification

This is the complete document number as shown on the award issued to the recipient. The first character is the issuing agency followed by a dash, followed by the 10 character "core" document number.

Element: Recipient A/C or Other ID No.

This is an optional field used by the recipient to identify awards within its own accounting system. This data element may contain up to twelve (12) characters and is included for the convenience of the recipient. Once the recipient has provided this identification number, it is pre-printed on subsequent reports by DPM and furnished to the recipient.

Element: Authorized Amount

This is the total cumulative amount of all awards issued with this document number (through the end of the reporting period). The amount does not contain any authorizations with effective dates starting after the ending date of this report. The amount is pre-printed by DPM and furnished to the recipient.

Element: Federal Share of Net Disbursements Cumulative Through Last Reporting Period

This is a cumulative total of the Federal share of net disbursements made against the award authorization as reported by the recipient on its most recent PMS 272 processed through PMS. This amount is pre-printed by DPM and furnished to the recipient.

Element: Federal Share of Net Disbursements Cumulative Through Current Reporting Period

The recipient enters the cumulative total of the Federal share of net disbursements made

against award authorizations up through the reporting period end date. Net disbursements are defined as actual payments made to the project or program (i.e, checks, warrants, or cash payments), including the amount of advances and payments less refunds to subgrantees or subcontractors, interdepartmental charges where allowable payroll and fringe benefit charges as recorded by the recipient's payroll distribution system, and the amount to which the recipient is entitled for indirect costs, less any applicable credits (e.g., program income, refunds for projects costs, etc.). For purposes of this instruction, gross payroll charges, including fringe benefits, may be included; however, see note below. AMOUNTS REPORTED SHOULD NOT EXCEED AWARD AUTHORIZATIONS WHICH WERE IN EFFECT DURING THE PERIOD. Cash disbursements which are later disallowed by program officials should be deleted from the subsequent report. State agencies which administer AFDC, Medicaid, or Social Service Awards should not report cash disbursements which program officials have deferred.

Element: Subtotals

The PMS 272-A has pre-printed subtotals for Columns C and D of the report. The recipient must insert the subtotals for Column E by adding the amounts reported as Federal Share of Net Disbursements Cumulative through the current reporting period.

Element: Please Enter Documents Missing From Above

If a recipient wishes to report changes in disbursement amounts for awards which have previously been deactivated, the award may be entered in Columns A through D exactly as it appears on the Inactive Document Report PMS 272-G. Column E is reserved for the current cumulative disbursement. If a recipient wishes to report disbursements for an award which for some reason has never been included on the PMS 272-A, the information may be added to the report here. In this case a copy of the award authorization document must be attached to the report. Be sure that the starting date of the award is before the end of the reporting period being reported.

Element: Totals

The net sum of the "Federal Share of Cumulative Disbursement - Prior Period" (Column D) and "Federal Share of Cumulative Disbursement - Current Period" (Column E) must be reported in the space provided. These values are the sum of the subtotals plus any reactivated or missing awards added.

Element: Net Disbursements

This amount must be calculated by subtracting the total "Federal Share of Net Disbursements - Prior Period" (column D) from the total "Federal Share of Net Disbursements - Current Period" (column E) and is to be entered as "Net Disbursement" in Column E.

A.3. STATEMENT OF CASH ACCOUNTABILITY - PMS 272-B

This report is furnished for the recipient's information and shows how the recipient's cash

accountability was derived by DPM.
The data elements of the 272-B:

Element: Total Cash Accountability

The items reported in this column are the cumulative amounts of the recipient's accountability and details of amounts effecting changes to the total cash accountability.

Element: Reported Disbursements

The items reported in these columns are disbursements as reported to PMS by the recipient and are classified as active or inactive.

a. Active - These amounts are the sums of the active award's disbursements or the details of awards which have changed status during the period. Active awards are those which are not fully spent or whose performance period has not yet passed.

b. Inactive - These amounts are the sums of the inactive award's disbursements or the details of awards which have changed status during the period. Inactive awards are those awards which are usually fully spent or whose performance period has expired and are not yet closed. Transactions in this column are the same as those shown in the PMS 272-G "Inactive Documents Report".

Element: PMS Total as of XX/XX/XX

The total cash accountability is indicated as of the previous report processed in PMS.

Element: Net Disbursements Reported for the Period Ending XX/XX/XX

This amount is reported on line 4 of the most recently processed PMS 272.

Element: Cash on Hand Beginning of the Reporting Period

This amount is derived by subtracting "Net Disbursements" from "Cash Available for the Period".

Element: Document Activity

This section reports actions that have taken place since the last PMS 272 cycle. These actions can be one of 3 types:

(A) The reclassification of a document from active to inactive or vice-versa.

(B) A document is closed-out or reopened by the awarding agency.

(C) A document is moved to another account

Element: Advances to Payee During This Period

This is a list of advances and their totals made to the recipient during this reporting period. It includes the line number (PMS generated for reference only), paid date, schedule number, and amount. This information is preprinted by DPM and furnished to the recipient. Also included are all other cash transactions that affect the cash (i.e., refund checks, interest, transfers in/out (OPAC), and journal vouchers).

Element: Total Cash Accountability as of Current Report Ending Date

This is the summation of the cash on hand at the beginning of the reporting period plus (or minus) adjusted Reported Disbursements and Total Receipts.

A.4. MAJOR PROGRAM STATEMENT - PMS 272-E

This report is furnished to States, Indian Tribes and cross-serviced organizations for their information only. The majority of PMS recipients will not receive this schedule. It is divided into two parts. Part I, "Advances To Payee By Major Program", lists individual payments made during the quarter among the various programs. Part II, "Cash Accountability", maintains accountability for all advances received through PMS by major program. The data elements of the 272-E are described in the text that follows.

Element: Advances To Payee During This Period

The total advances made to the recipient during this reporting period. This amount also appears in line 2 on PMS 272.

Element: Line

The line number assigned during the production of the PMS 272.

Element: Paid Date

The date that the advance was made to the recipient.

Element: Schedule

A PMS internal number assigned to each payment. The recipient must use this number when communicating with DPM about particular payments.

Element: Amount

This is the amount of the advance paid on the schedule.

Element: Program

Identifies the program and the related documents for each program.

Element: Total Authorizations (as of period covered by this report)

The total award authorizations (through the end of the reporting period). This figure includes all authorizations by documents, both open and closed, posted at the time reports are generated, regardless of effective date.

Element: Total Advances (as of period by this report)

The total federal cash advances to the recipient through this reporting period. This amount also includes advances requested on the last day of the reporting period but paid the subsequent day.

Element: Undrawn Authorizations (as of period covered by this report)

The total award authorization minus the total advances equals the undrawn authorization.

Element: This Period Draws By Program

Advances made during this period are broken out by program. This is a summary of the individual payments in Part I.

A.5. AUTHORIZATIONS FOR FUTURE PERIODS - PMS 272-F

This report is furnished to recipients by DPM to provide information only and requires no action by the recipient. It represents all awards posted in the PMS database that have effective dates in future reporting periods. The data elements of the 272-F are described in the text that follows.

Element: Federal Grant or Other Identification Number

The complete award number as shown on the award issued to the recipient.

Element: Incremental Amount

The additional amount that will become available for awards at a future date.

Element: Cumulative Amount

The sum total of the incremental and cumulative amounts that will become available for awards at a future date.

Element: Begin Date

The date the cumulative amount will become available for use by the recipient.

A.6. INACTIVE DOCUMENTS REPORT - PMS 272-G

This report lists all awards posted in the PMS database that have become inactive or fully disbursed during the current period or a previous one. In the event disbursement adjustments are required, the entry data should be transcribed to the PMS 272-A. Recipients are encouraged to communicate the status of lapsed grants with their program offices. The data elements of the 272-G are described in the text that follows.

Element: Federal Grant or Other Identification Number

The complete award number as shown on the award issued to the recipient.

Element: Authorization Amount

Total cumulative amount of all awards issued with this document number (through the end of the reporting period). The amount does not contain any authorizations with effective dates starting after the ending date of this report.

Element: Disbursement Amount

The cumulative total of the Federal share of disbursements made against the award authorization, as reported by the recipient.